

# DEPARTMENT OF DEFENSE



## DOD POSTAL SUPPLY AND EQUIPMENT **CATAGLOG**

April 1990

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE  
(PRODUCTION AND LOGISTICS)

REPORT DOCUMENTATION PAGE	1. REPORT NO. DOD 4525.6-C	2.	3. Recipient's Accession No.
L Title and Subtitle DoD Postal Supply Catalog			5. Report Date April 1990
			6.
Author(s) L. Winnings			8. Performing Organization Rept. No.
L Performing Organization Name and Address Assistant Secretary of Defense (Production and Logistics) Washington, DC 20301			10. Project/Task/Work Unit No.
			11. Contract(C) or Grant(G) No. (c) (G)
12. Sponsoring Organization Name and Address			13. Type of Report& Period Covered Catalog
			14.
15. Supplementary Notes DoD 4525.6-C, "DoD Postal Supply Catalog, " January 1982, is hereby canceled. The NTIS accession number for the canceled catalog is PB86-173036.			
16. Abstract (Limit: 200 words) The purpose of this Catalog is to provide a current listing of the United States Postal Service (USPS) equipment, publications, and supplies available to all Military Post Offices (M POs). It also provides guidance on forecasting equipment items and instructions on obtaining repairs of equipment currently in use.			
17. Document Analysis a. Descriptors  b. Identifiers/Open-Ended Terms  c. COSATI Field/Group			
18. Availability Statement Release unlimited for sale by the National Technical Information Service (NTIS)		19. Security Class (This Report) UNCLASSIFIED	21. No. of Pages
		20. Security Class (This Page) UNCLASSIFIED	22. Price



# THE OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-8000

## PRODUCTION AND LOGISTICS

### FOREWORD

This Catalog is reissued under the authority of DoD Directive 4525.6, "Single Manager for Military Postal Service, " May 5, 1980. Its purpose is to provide uniform procedures for administration of postal supply and equipment. The procedures prescribed in this Catalog are in accordance with the U. S. Postal Service/DoD Postal Agreement.

DoD 4525.6-C, "DoD Postal Supply Catalog", January 1982, is hereby cancelled.

This Catalog is effective immediately for use by the Office of the Secretary of Defense (OSD), the Military Departments, the Joint Chiefs of Staff (JCS), the Joint Staff, the Unified and Specified Commands, and the Defense Agencies (hereafter referred to collectively as DoD Components) . The term "Military Services", as used herein, refers to the Army, the Navy, the Air Force, The Marine Corps, and the Coast Guard (when operating under the Department of the Navy) .

Recommended changes to the Catalog should be forwarded through channels to Headquarters, Military Postal Service Agency, ATTN: MPSA-OP, Alexandria, VA 22331-0006.

DoD Components may obtain copies of this List through their own publications channels. Other Federal Agencies and the public may obtain copies from the U.S. Department of Commerce, National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161.

Records responsibility for this publication is assigned to the Adjutant General's Office, Department of the Army. This responsibility includes the retirement of records. ,

A handwritten signature in cursive script, reading "Diane K. Morales", is located in the bottom right area of the page.

Diane K. Morales  
Deputy Assistant Secretary  
(Logistics)

DOD POSTAL SUPPLY AND EQUIPMENT CATALOG  
TABLE OF CONTENTS

	<u>Page</u>
100. Purpose	1
101. Policy	1
102. Federal Standard Requisitioning Issue Procedures (FEDSTRIP) Activity Address Code USPS/MPS Equipment Forecast Procedures	1
103. Control of USPS Capital and Sensitive Equipment	2
104. Control of USPS Noncapital Equipment	3
105. Control of USPS Supply Items	3--
106. Equipment Containers	4
107. Inventory Control	4
108. Seasonal Demand Items	4
109. Supply Levels	4
110. Receiving, Storing, and Issuing Supplies	5
111. General Requisitioning Procedures	5
112. USPS Equipment Items	6
113. Annual Forecast for Equipment Items	6
114. Requisitioning USPS Supply Items	7
115. Requisitioning USPS Publications	7
116. Requisitioning USPS Equipment Items	7
117. Requisitioning Repair Parts	7
118. Requisitioning Rubber and Steel Stamps	8
119. Requisitioning Preprinted Military Tags and Labels	8
120. Mailbag Equipment, LCM Trays, and Slide Labels	8
121. Disposition of USPS Equipment, Publications, Forms, and Supplies	8
122. Maintenance of USPS Equipment	8

	<u>Page</u>
123. Equipment Returned for Repair	9
124. MPO Postal Prepack [Contingency Kit)	12
125. Local Purchase of Office Supplies (USPS)	13

#### APPENDICES

A. Postal Equipment Issue Standards	A-1
B. Postal Publications Issue Standards	B-1
c. Equipment Maintenance Standards	c-1
D. USPS Equipment Items	D-1
E. USPS Publications	E-1
F. USPS Postmarking Equipment and Line Stamps	F-1
G. USPS General Supply Items	G-1
H. Mailbag Equipment	H-1
1. Type (Year, Month, and Day) for Hand Stamp and Canceling Machines	I-1
J. Facing Slips and Strip Labels	J-1
K. Preprinted Military Tags and Labels	K-1
L. Capital Equipment Justification	L-1

# FIGURES

<u>Figure</u>	<u>Title</u>	<u>Page</u>
1,	Sample PS Form 1590, "Supplies and Equipment Receipt"	14
2.	Sample PS Form 1586, "Supply Record"	15
3.	Sample PS Form 4686-A, "Shipping Order"	16
4.	Sample Supply Status Information on Requisitions	17
5.	Sample Supply Room Layout	18
6.	Sample Annual Forecast Documentation Flow	19
7.	Sample PS Form 4984, "Repair Parts Requisition"	20
8.	Sample PS Form 4805, "Work Record Sheet"	21
D-1.	Sample PS Form 7381, "Requisition for Supplies, Services or Equipment"	D-2
D-2 .	Table, Dumping and Stamping (Items 3B)	D-10
D-3 .	Case and Table, Flat Paper (Items 21A, 21B,& 21C)	D-10
D-4.	Case, Wing, Flat Paper (Item 21L)	D-10
D-5 .	Case, Facing Slip, Case Top (Item 24C)	D-n
D-6 .	Case, Strip Label (Items 27A & 27B)	D-11
D-7 .	Rack, Pouch (Item 30)	D-12
D-8.	Rack, Pouch (Items 31A & 31B)	D-12
D-9 .	Rack, Parcel Post Sack (Item 32)	D-12
D-10.	Stool, Adjustable, Platform (Item 53)	D-13
D-11.	Case, Wing, Letter, Swinging (Item 77)	D-13
D-12 .	Case and Table, Letter (Item 79)	D-13
(NOTE: These photos (D-2, D-3 etc) are in USPS pub 47)		
D-13.	Stool, Carrier, and General Utility (Item 127C)	D-13
D-14.	Case and Table, Registry or Insured Receipt (Item 182)	D-14
D-15.	Cabinet, Sheet Stamp (Item 208)	D-14

<u>Figure</u>	<u>Title</u>	<u>Page</u>
D-16.	Cabinet, Stamp Storage (Item 210)	D-14
D-17.	Cabinet, Stamp Storage (Item 222)	D-14
D-18.	Cabinet, Stamp Storage (Item 223)	D-15
D-19.	Stand, Postage Meter (Item 321)	D-15
D-20 .	Truck Platform, Handtilting (Items 1070 & 1074)	D-15
D-21 .	Cart, Utility, Basket Type (Items 1075)	D-15
D-22 .	Box, Collection (Item 1170K)	D-16
D-23.	Chute, Motorist Mail (Item 1177)	D-16
D-24 .	Desk, Lobby, Single (Items 1190A & 1190B)	D-16
D-25.	Desk, Lobby, Double (Items 1191A & 1191B)	D-16
D-26.	Tray, Mail, Letter, Plastic (Item 1262)	D-17
D-27.	Machine, Canceling, Class B (Item 3601)	D-17
D-28 .	Scale, Beam, 100-pound (Item 0854)	D-17
D-29 .	Scale, Automatic Indicating 70-pound (Item 0857)	D-17
D-30 .	Scale, Automatic Indicating 20-ounce (Item 0859)	D-18
D-31 .	Scale, Platform, 125-pound (Item 0864)	D-18
D-32 .	Basket, Canvas (Item 01033)	D-19
D-33 .	Basket, Canvas (Item 01046)	D-19
D-34.	Imprinter, Money Order (Item 07400)	D-19
D-35 .	Postage Meter (Item 07407 & 07408)	D-19
D-36 .	Conveyor, Portable, Single Tilt, Model H (Items 1921A & 1921B)	D-20
D-37 .	Conveyor Portable, Aluminum, Model L (Items 1920A, 1920B, & 1920C)	D-21
D-38.	Conveyor, Portable, Model 89 (Items 1922A & 1922B)	D-21
D-39 .	Counter, Multiple Purpose, General (Items 7104A & 7104B)	D-22
D-40 .	Tray, Cash, Multiple Purpose Counterline (Item 7111)	D-22

<u>Figure</u>	<u>Title</u>	<u>Page</u>
E-1.	Sample PS Form 7380, "Supply Center Requisition"	E-3
F-1.	Sample PS Form 1567, "Requisition for Rubber and Steel Stamps Only"	F-2
F-2.	Sample Rubber Line Stamp (Item 502)	F-3
F-3.	Sample Rubber Postmarking and Canceling Stamp (Item 550)	F-3
F-4 .	Sample Rubber Receiving or Dating Stamp (Item 552)	F-3
F-5 .	Sample Rubber All-Purpose Dating Stamp (Item 570)	F-4
F-6.	Sample Rubber Pica Type (Item 645)	F-4
F-7.	Sample Steel Postmark Die	F-4
G-1.	Sample Request for USPS Supply Items	G-3
G-2 .	Sample Unit of Issue Designations	G-4
I-1.	Sample PS Form 7380, "Supply Center Requisition" (Listing Year Type)	I-2
I-2.	Sample Year Type Description Chart	I-3
J-1.	Sample PS Form 1578-B, "Requisition for Non-standard Facing Slips-or Labels (Nondefective Regular Labels)	J-3
K-1.	Sample PS Form 1957-C, "Request for Military Tags"	K-2
K-2.	Sample PS Form 1957-D, "Request for Military Labels"	K-3



## REFERENCES

- (a) DoD 4525. 6-M, "DoD Postal Manual, Volume I dated June 1984 and Volume II dated Feb 1987," authorized by DoD Directive 4525.6, "Single Manager for Military Postal Service", May 5, 1980.
- (b) Publications<sup>i</sup> issued by the USPS.
- (c) USPS/DoD Postal Agreement, February 21, 1980.
- (d) DoD 4525.6-H, "Mail Distribution Instructions and Labeling Handbook (MDILAH)", October 1981, authorized by DoD Directive 4525.6, "Single Manager for Military Postal Service", May 5, 1980.

---

<sup>1</sup> Includes USPS Publications 24, 47, 52, 65, 76, 77, 85, 88, 89, 112, 120, 121, 223, T-1, T-7, Material Management Handbook AS-701, Handbooks MS-15, MS-19, MS-26 and MS-36; the Administrative Support Manual; the Domestic Mail Manual; the International Mail Manual; and the Postal Operations Manual. These publications can be obtained upon request from MPSA (MPSA-OP), Alexandria, VA 22331-0006.